

**Proposal Review Committee**  
**November 20, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session:** 8:07 a.m.

The Proposal Review Committee met on November 20, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Benefits Administration  
Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Keinna McNight, OMB, HR Manager, Statewide Benefits  
Andrew Kerber, Deputy Attorney General  
Wendy Brown, Department of Health and Social Services  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Rebecca Zink, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Emily Cunningham, Office of the Lt. Governor  
Ashley Tucker, Administrative Office of the courts  
Bryan Spivey, Segal Consulting Group  
Emily Klubock, Segal Consulting Group

**Introductions/Sign In**

Ms. Lakeman called the meeting to order at 8:07 a.m. A representative from the Correctional Officers' Association was not present.

**Approval of Minutes**

Ms. Lakeman requested a motion to approve of the minutes from the October 09, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Vaughn and seconded by Ms. Watson. The motion was approved with unanimous voice vote.

**Discussion of the Supplemental Insurance Program (Group Accident, Cancer, and Critical Illness) RFP for the Group Health Insurance Program**

Ms. Lakeman requested a motion to move into Executive Session to discuss the finalists' bids and conduct interviews. Ms. Brown made the motion and it was seconded by Ms. Reinagel-Nietubicz. The PRC moved into Executive Session at 8:08 a.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Watson at 4:48 p.m. and Ms. Vaughn seconded.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Zink and seconded by Ms. Watson. Upon unanimous voice approval, the meeting was adjourned at 4:48 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager